



## Checklist for Student Transfers: Sending School Checklist

- ☐ Course Description Book
- ☐ School Profile
- ☐ Attendance and Tardy Records
- ☐ Report Card
- ☐ Current Schedule
- ☐ Withdrawal Grades
- ☐ Transcript/Course History (with grading system)
- ☐ Class Rank
- ☐ Cumulative Folder
- ☐ Testing Information - Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- ☐ Health Records including Shot Records
- ☐ IEP/504/Gifted Records
- ☐ JROTC Records
- ☐ Guardianship/custody papers
- ☐ Fees Owed
- ☐ Alternative School Records
- ☐ Letters of Recommendation
- ☐ If available, Writing Samples
- ☐ If available, At-Risk or Action Plans for classroom modifications
- ☐ If available, Portfolios
- ☐ If available, Accelerated Reader Points